


# Using TCEQ ePay to Pay Licensing Application Fees

## Process Using a Credit Card


**EPAY**  
TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

[Questions or Comments](#)

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Welcome to ePay, the TCEQ's online payment application. This application uses the Texas.gov Online Portal by NICUSA to provide a secure environment for your financial transaction. TCEQ does not store your banking account or credit card information after the payment transaction has been completed.

- » For single items that cost \$1000.00 or less, you may pay by credit card. You may combine all of these items into one transaction.
- » You may pay by electronic funds transfer regardless of the cost of each item. If some of your items are \$1000.00 or less and others cost more, you may combine your payments in either of these ways:
  - Do two transactions (pay by electronic funds transfer for all items costing more than \$1000.00, then pay by credit card for all items costing \$1000.00 or less) **or**
  - Do one transaction (pay for everything by electronic funds transfer)
- » Credit card checks are NOT valid for electronic funds transfers!
- » You **cannot** use this ePay application to renew an occupational license or obtain a new license. You **can** use it to pay the application fee for a new license. For assistance with occupational licenses, see [how to renew your license online](#) or [how to apply for a new license](#).




Enter  Pay:

Your Name:

E-mail:

Confirm E-mail:

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Figure 1

1. Log-in the TCEQ ePay website: <https://www6.tceq.state.tx.us/epay/>

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**Option 1: Pay Invoiced Amount**

If you are paying an invoice you received from the TCEQ, enter the account number printed on the coupon portion of the bill.

Account:

---

**Option 2: Pay by STEERS Reference Number**

If you are paying for a form created in STEERS ePermits, you **must** use this option. To pay by STEERS reference number, select the program area and enter the reference number to continue.

STEERS Program:    
 STEERS Reference Number:

---

**Option 3: View List of Fees by Media**

If you are submitting a payment for a permit, self reporting fee, or other fee without an invoice, please select a media to view a list of fees.

[AIR](#) [WASTE](#) [WATER](#) [OTHER](#) [VIEW ALL](#)

**Figure 2**

2. Go to Option 3: View List of Fees by Media, and select “OTHER”.

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[Shopping Cart](#) | [Select Fee](#) | [Search Transactions](#) | [Sign Out](#)

---

**Select Fee**

Select a Different Media: [AIR](#) [WASTE](#) [WATER](#) [OTHER](#) [VIEW ALL](#)

Please select a fee to pay. If you are paying for a fee for which you have a billing statement or a STEERS Reference number, press Cancel and use Option 1 or 2 to continue.

**OTHER**

**Central Records Services**

Other

- [CENTRAL RECORDS SERVICES - BUILDING A](#)
- [COPY CENTER CHARGES FOR CENTRAL FILE ROOM RECORDS](#)
- [DATA PROCESSING SERVICES](#)
- [PUBLIC INFORMATION REQUESTS](#)

**Occupational Licensing**

Application

- [BACKFLOW PREVENTION ASSEMBLY TESTER LICENSE \(BPAT\)](#)
- [CUSTOMER SERVICE INSPECTOR LICENSE \(CSI\)](#)
- [LANDSCAPE IRRIGATOR LICENSE/TECHNICIAN/INSPECTOR LICENSE](#)
- [LPST CORRECTIVE ACTION SPECIALIST](#)
- [LPST PROJECT MANAGER LICENSE](#)
- [MUNICIPAL SOLID WASTE LICENSE \(MSW\)](#)
- [OSSF INSTALLER/DESIGNATED REPRESENTATIVE/ SITE EVALUATOR LICENSE](#)
- [OSSF MAINTENANCE PROVIDER/TECHNICIAN LICENSE](#)
- [UST CONTRACTORS LICENSE](#)
- [UST INSTALLER/ON-SITE SUPERVISOR LICENSE](#)
- [WASTEWATER OPERATOR LICENSE](#)
- [WATER OPERATOR LICENSE](#)
- [WATER TREATMENT SPECIALIST LICENSE](#)

Other

- [OCCUPATIONAL LICENSING TRAINING APPLICATION FEE](#)

**Pollution Control**

Other

- [FIELD CITATION - AIR QUALITY](#)
- [FIELD CITATION - DRY CLEANING](#)
- [FIELD CITATION - WASTE DISPOSAL](#)

**Figure 3**

3. Go to the middle of the page under Occupational Licensing – Application and select the type of application you are paying for.

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>> Questions or Comments

Shopping Cart | Select Fee | Search Transactions | Sign Out

Items marked with an \* are required. Enter the fee information below, then press OK to add to your shopping cart or Cancel to return to the Home page.

**Fee Information**

Fee: LPST CORRECTIVE ACTION SPECIALIST  
Fee Amount: \* \$232.00

The information below is necessary to ensure your electronic payment is processed appropriately and credited to the correct entity.

**Customer Information**

CN:  (enter CN + 9 digits)  
Customer Name: \*  Boss E. Lady  
Customer Address: \*  121 Bossy Ln  
City, State, ZIP: \*  Austin  TX  78704 -

**Other Information**

Program Area: OCCULICENSE  
Program Area ID:   
Optional Comments:

OK Cancel

Figure 4

4. The next page is for Customer Information. This is the name and address of the applicant applying for the license. Click Ok to be taken to the Shopping Cart.

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>> Questions or Comments

Select Fee | Search Transactions | Sign Out

**Shopping Cart**

There are 1 items in your shopping cart. If you wish to remove an item, check the remove box then click update shopping cart.  
**Note:** The shopping cart is limited to 20 items.  
CC = Credit Card  
ACH = Electronic Funds Transfer


Fee Description	AR Number	Amount	Payment	Remove
LPST CORRECTIVE ACTION SPECIALIST		\$232.00	ACH/CC	<input type="checkbox"/>
<b>Total fees for transaction:</b>		<b>\$232.00</b>		

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Figure 5

5. Once you are on the page for the Shopping Cart, you can review your application fee and Select More Fees if you are paying for more than one applicant. If you chose to add another applicant, continue to Step 6 by clicking the Select More Fees button. If you are only paying for one applicant, continue with Step 8.



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[Shopping Cart](#)
[Select Fee](#)
[Search Transactions](#)
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[Questions or Comments](#)

**Select Fee**

**Select a Different Media:**
[AIR](#)
[WASTE](#)
[WATER](#)
[OTHER](#)
[VIEW ALL](#)

Please select a fee to pay. If you are paying for a fee for which you have a billing statement or a STEERS Reference number, press Cancel and use Option 1 or 2 to continue.

**OTHER**

**Central Records Services**

Other

- [CENTRAL RECORDS SERVICES - BUILDING A](#)
- [COPY CENTER CHARGES FOR CENTRAL FILE ROOM RECORDS](#)
- [DATA PROCESSING SERVICES](#)
- [PUBLIC INFORMATION REQUESTS](#)

**Occupational Licensing**

Application

- [BACKFLOW PREVENTION ASSEMBLY TESTER LICENSE \(BPAT\)](#)
- [CUSTOMER SERVICE INSPECTOR LICENSE \(CSI\)](#)
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- [WASTEWATER OPERATOR LICENSE](#)
- [WATER OPERATOR LICENSE](#)
- [WATER TREATMENT SPECIALIST LICENSE](#)

Other

- [OCCUPATIONAL LICENSING TRAINING APPLICATION FEE](#)


**Pollution Control**

Other

- [FIELD CITATION - AIR QUALITY](#)
- [FIELD CITATION - DRY CLEANING](#)
- [FIELD CITATION - WASTE DISPOSAL](#)

**Figure 6**

- Repeat step 3 and go to the middle of the page under Occupational Licensing – Application and select the type of application for the second applicant.



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» Questions or Comments

Shopping Cart | Select Fee | Search Transactions | Sign Out

Items marked with an \* are required. Enter the fee information below, then press OK to add to your shopping cart or Cancel to return to the Home page.

Fee Information

Fee: LPST CORRECTIVE ACTION SPECIALIST

Fee Amount: \* \$232.00

The information below is necessary to ensure your electronic payment is processed appropriately and credited to the correct entity.

Customer Information

CN:  (enter CN + 9 digits)

Customer Name: \*

Customer Address: \*

City, State, ZIP: \*    -

Other Information

Program Area: OCCULICENSE

Program Area ID:

Optional Comments:

OK Cancel

Figure 7

- The next page is for Customer Information. This is the name and address of the 2<sup>nd</sup> applicant applying for the license. Click Ok to be taken to the Shopping Cart.

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>> Questions or Comments

[Select Fee](#) | [Search Transactions](#) | [Sign Out](#)

### Shopping Cart

There are 2 items in your shopping cart. If you wish to remove an item, check the remove box then click update shopping cart.  
**Note:** The shopping cart is limited to 20 items.  
 CC = Credit Card  
 ACH = Electronic Funds Transfer

Fee Description	AR Number	Amount	Payment	Remove
LPST CORRECTIVE ACTION SPECIALIST		\$232.00	ACH/CC	<input type="checkbox"/>
LPST CORRECTIVE ACTION SPECIALIST		\$232.00	ACH/CC	<input type="checkbox"/>
<b>Total fees for transaction:</b>		<b>\$464.00</b>		

[Select More Fees](#) | 
 [Update Shopping Cart](#) | 
 [Check Out](#)

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Figure 8

8. You will now see both application fees you are going to pay for with ePay. Click the Check Out button.

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>> Questions or Comments

[Shopping Cart](#) | [Select Fee](#) | [Search Transactions](#) | [Sign Out](#)

### Payment Contact Information (\*All fields Required)

You may pay these fees by Credit Card or Electronic Funds Transfer (ACH). Please enter the payment contact information and select the payment type to continue. The payment contact would be the person TCEQ could contact if a question arises regarding this transaction.

**Contact Name:**   
**Company Name:**  (If individual, enter name.)  
**Street Address:**   
**City, State, ZIP:**    -   
**Phone Number:**  (xxx-xxx-xxxx)  
**Payment Type:**


---

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Figure 9

9. The next screen is the Payment Contact Information screen. This is the information of the individual or company paying the fees. All fields are required on this page.



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[Shopping Cart](#)
[Select Fee](#)
[Search Transactions](#)
[Sign Out](#)

[Questions or Comments](#)

**Transaction Information**

**Date:** 12/06/2010  
**Payment Method:** CC  
**Amount:** \$464.00  
**ePay User:** BOSS LADY  
**Actor Email:** bosslady@boss.com  
**IP:** BOSS LADY

**Payment Contact Information**

**Contact Name:** BOSS LADY  
**Company:** BOSS LADY INC  
**Address:** 121 BOSSY LN  
 AUSTIN, TX 78704  
**Phone:** 512-555-5555

**Cart Items**

Fee Description	AR Number	Amount
LPST CORRECTIVE ACTION SPECIALIST		\$232.00
LPST CORRECTIVE ACTION SPECIALIST		\$232.00
<b>Total fees for transaction:</b>		<b>\$464.00</b>

**Payment Confirmation**

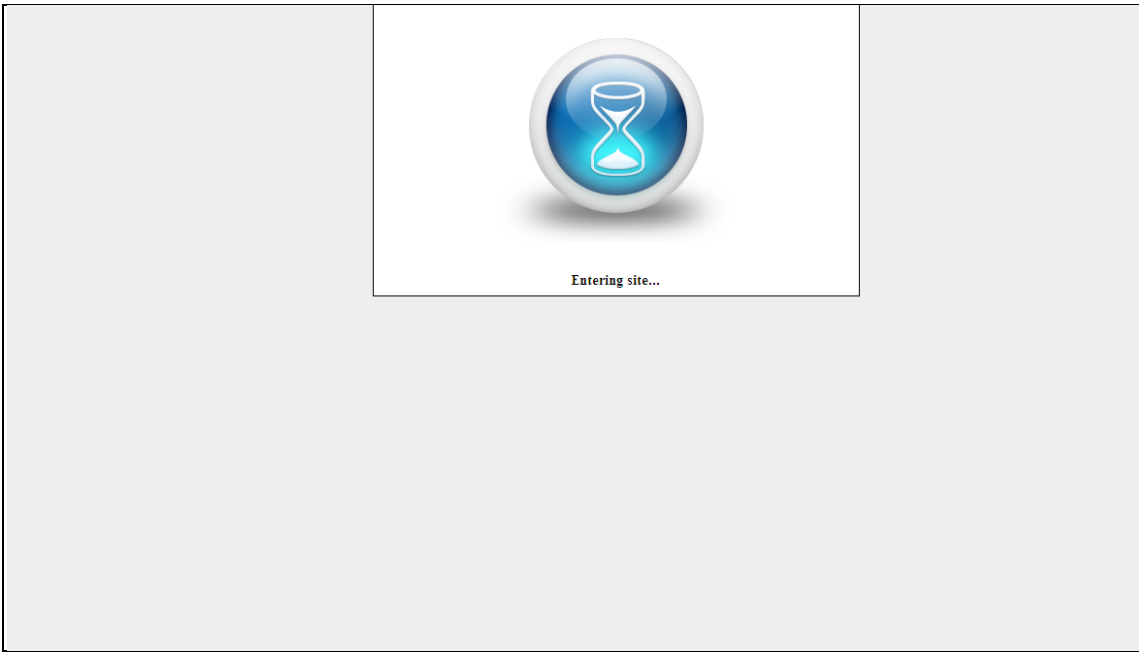
Press the **Make Payment** button to pay for your items. You will be **redirected** to a secure Common Checkout web application to process your transaction. Please **DO NOT** close your browser until you have been returned to the TCEQ ePay application.

Make Payment

Cancel

**Figure 10**

10. This page is the Payment Confirmation page. Review the Payment information and click the Make Payment button when you are ready to proceed to the payment engine.



**Figure 11**

11. As the system transfers you to the Payment Process screen, you may see an hour glass like the one above.
-





## Payment Process

You have selected to pay by credit card. Complete Customer Billing Information and enter Credit Card Information.

TCEQ ePayment

### Transaction Summary

Description	Amount
TCEQ ePayment	\$464.00
TOTAL	\$464.00

### Transaction Detail

SKU	Description	Unit Price	Quantity	Amount
1		\$464.00	1	\$464.00

### Customer Billing Information

Complete all required fields [ \* ]

Customer Name *	<input type="text"/>
Company Name	<input type="text"/>
Billing Address *	<input type="text"/>
Billing Address 2	<input type="text"/>

Figure 12

12. The Payment Process screen will display your total order amount under Transaction Summary.

Customer Billing Information

Complete all required fields [ \* ]

Customer Name \*

Boss Lady

Company Name

Boss Lady Inc

Billing Address \*

121 Bossy Ln

Billing Address 2

Billing City \*

Austin

State \*

Texas

ZIP/Postal Code \*

78704

Country \*

United States

Phone Number \*

512-555-5555

###-###-#### or #####

Fax Number

512-555-5551

###-###-#### or #####

Credit Card Information

Complete all required fields [ \* ]

Credit Card Type \*

MasterCard

Credit Card Number \*

5499990123456781

Expiration Date \*

May

2012

Name on Credit Card \*

Boss E. Lady

exactly as it appears on the card

Verification Code \*

1

0000 123

printed on back of most credit cards

1

printed on front of American Express

0000 1234

printed on front of American Express

Continue

Cancel Payment

**Figure 13**

13. Scroll down and complete the Customer Billing Information and the Credit Card Information fields. Complete all required fields denoted by an asterisk (\*). Click Continue at the bottom of the screen.

Print Verification X IDA ePay Staff - Test


### Customer Billing Information

Customer Name	Boss Lady
Company Name	Boss Lady Inc
Billing Address	121 Bossy Ln
Billing Address 2	
Billing City	Austin
State	TX
ZIP/Postal Code	78704
Country	US
Phone Number	512-555-5555
Fax Number	512-555-5551

### Payment Method

Credit Card Type	MAST
Credit Card Number	*****6781
Expiration Date	05 2012
Name on Credit Card	Boss E. Lady
Verification Code	123

### Verification



Enter the characters from the above image:

**Figure 14**

**14. Review your information and enter the Verification Code at the bottom of the page. Click Make Payment.**

---

Fax Number 512-555-5551

### Payment Method

Credit Card Type MAST


Credit Card Number \*\*\*\*\*6781

Expiration Date 05 2012

Name on Credit Card Boss E. Lady

Verification Code 123

### Verification



Enter the characters from the above image:



 Transaction Processing

Figure 15

15. After entering the Verification Code, you may see the “Transaction Processing” message for a few seconds.

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>> Questions or Comments

[Shopping Cart](#) | [Select Fee](#) | [Search Transactions](#) | [Sign Out](#)

Your transaction is complete. Note: It may take up to 3 working days for this electronic payment to be processed and be reflected in the TCEQ ePay system. Print this receipt and the vouchers for your records. An email receipt has also been sent.

#### Transaction Information

Trace Number: 582EA000021296  
Date: 12/06/2010 02:32 PM  
Payment Method: CC - Authorization 000TEST123  
Amount: \$464.00  
ePay Actor: Boss Lady  
Actor Email: bosslady@boss.com  
IP: 10.10.9.145

#### Payment Contact Information

Name: Boss Lady  
Company: Boss Lady Inc  
Address: 121 Bossy Ln, Austin, TX 78704  
Phone: 512-555-5555

#### Cart Items

Click on the voucher number to see the voucher details.

Voucher	Fee Description	AR Number	Amount
<a href="#">6817</a>	LPST CORRECTIVE ACTION SPECIALIST		\$232.00
<a href="#">6818</a>	LPST CORRECTIVE ACTION SPECIALIST		\$232.00
<b>Total fees for transaction:</b>		<b>\$464.00</b>	


[ePay Again](#) | [Exit ePay](#)

Figure 16

16. Once the transaction has been processed, you will be sent back to a Transaction Information screen that contains a summary of your transaction, payment contact information, and the

voucher numbers for the applicants you paid for in the transaction. If you click on each voucher number, you will be taken to the voucher screen below.

**Print this screen for your records and to bring to the exam as proof of payment.**

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[Shopping Cart](#) | [Select Fee](#) | [Search Transactions](#) | [Sign Out](#)

[Questions or Comments](#)

Print this voucher for your records. If you are sending the TCEQ hardcopy documents related to this payment, include a copy of this voucher.

**Transaction Information**  
**Voucher Number:** 6817  
**Trace Number:** 582EA000021296  
**Date:** 12/06/2010 02:32 PM  
**Payment Method:** CC - Authorization 000TEST123  
**Amount:** \$232.00  
**Fee Type:** PST CORRECTIVE ACTION SPECIALIST  
**ePay Actor:** Boss Lady  
**Actor Email:** bosslady@boss.com  
**IP:** 10.10.9.145


**Payment Contact Information**  
**Name:** Boss Lady  
**Company:** Boss Lady Inc  
**Address:** 121 Bossy Ln, Austin, TX 78704  
**Phone:** 512-555-5555

**Customer Information**  
**Customer Name:** BOSS E LADY  
**Customer Address:** 121 BOSSY LN, AUSTIN, TX 78704

Close

Figure 17

17. Voucher screen from example above for Voucher number 6817.



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» Questions or Comments

Shopping CartSelect FeeSearch TransactionsSign Out

Print this voucher for your records. If you are sending the TCEQ hardcopy documents related to this payment, include a copy of this voucher.

Transaction Information

Voucher Number: 6818

Trace Number: 582EA000021296

Date: 12/06/2010 02:32 PM

Payment Method: CC - Authorization 000TEST123

Amount: \$232.00

Fee Type: PST CORRECTIVE ACTION SPECIALIST

ePay Actor: Boss Lady

Actor Email: bosslady@boss.com

IP: 10.10.9.145

Payment Contact Information

Name: Boss Lady

Company: Boss Lady Inc

Address: 121 Bossy Ln, Austin, TX 78704

Phone: 512-555-5555

Customer Information

Customer Name: TOM TESTING

Customer Address: 133 TESTING BLVD, AUSTIN, TX 78704

Close

Figure 18

18. Voucher screen from example above for Voucher number 6818.

### ***Process Using ACH (Electronic Funds Transfer)***

Steps 1-12 are the same as above.

---

**Electronic Check Information**

Complete all required fields [ \* ]

Account Type \*

Routing Number \*

Account Number \*

Re-enter Account Number \*

Bank Name \*

Name on Account \*

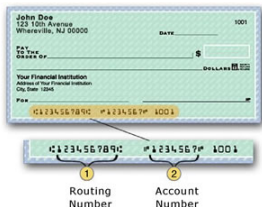
Driver License Number \*

Driver License State \*

Default Payment Date Today

☐ Select if this payment is being funded specifically by a foreign source (bank or company), an International ACH Transaction ("IAT").  
As defined by NACHA, IAT means a credit or debit entry that is part of a payment transaction involving a financial agency's office that is not located in the territorial jurisdiction of the United States. For purposes of this definition a financial agency means an entity that is authorized by applicable law to accept deposits or is in the business of issuing money orders or transferring funds. An office of a financial agency is involved in the payment transaction if it:

1. Holds an account that is credited or debited as part of the payment transaction;
2. Receives payment directly from a Person or makes payment directly to a Person as part of the payment transaction; or
3. Serves as an intermediary in the settlement of any part of the payment transaction.



**Figure 19**

At Step 13, you will complete the Customer Billing Information as above, but will enter the ACH information instead of credit card information. Complete all required fields denoted by an asterisk (\*). Click Continue at the bottom of the screen.

Billing City Austin

State TX

ZIP/Postal Code 78641

Country US

Phone Number 512-555-5555

Fax Number 512-555-5556

**Payment Method**

Routing Number \*\*\*\*\*4503

Account Number \*\*\*\*\*3456

Account Type Checking

Bank Name US Bank of Bosses


Name on Account Boss Lady

Driver License Number \*\*\*\*\*6789

Driver License State TX

Payment Date Today


**Verification**



Enter the characters from the above image:

**Figure 20**

You will once again see a verification screen. Confirm that the information is correct, enter the verification code, and click the Make Payment button.



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[Shopping Cart](#)
[Select Fee](#)
[Search Transactions](#)

>> Questions or Comments

Your transaction is complete. Note: It may take up to 3 working days for this electronic payment to be processed and be reflected in the TCEQ ePay system. Print this receipt and the vouchers for your records. An email receipt has also been sent.

**Transaction Information**

**Trace Number:** 582EA000021318  
**Date:** 01/11/2011 02:18 PM  
**Payment Method:** ACH - Authorization 0000000000  
**Amount:** \$232.00  
**ePay Actor:** Meagan Warncke  
**Actor Email:** mwarncke@tceq.texas.gov  
**IP:** 10.10.9.145

**Payment Contact Information**

**Name:** Boss Lady  
**Company:** Boss Lady Inc  
**Address:** 123 Main St, Austin, TX 78753  
**Phone:** 512-555-5555

**Cart Items**

Click on the voucher number to see the voucher details.

Voucher	Fee Description	AR Number	Amount
<a href="#">6851</a>	LPST CORRECTIVE ACTION SPECIALIST		\$232.00
<b>Total fees for transaction:</b>		<b>\$232.00</b>	

[ePay Again](#)
[Exit ePay](#)

Figure 21

The Transaction Information screen that contains a summary of your transaction, payment contact information, and the voucher numbers for the applicants you paid for in the transaction.

**Print this screen for your records and to bring to the exam as proof of payment.**